

PT. ULTRA SALUR

Ruko Kindo Square Blok A3, Jalan Duren Tiga Raya No. 101, Duren Tiga – Jakarta Selatan 12760

☎ (62-21) 7918 8119, ☎ : (62-21) 7917 0576

Sales Support – PT Ultra Salur

Job Description:

1. Responsible for sales data and after sales (making report, evaluate and provide recommendation if needed)
2. Support Team Direct Selling Sales Team, delivery schedules, payments and collection controlling
3. Build and maintain relationship with selected customers, Regional Distributors and our field force team
4. Work closely with Finance Division and the Field Force team to reconcile collection, returns or other operational issues
5. First communication point for the Field Force team
6. Support, monitor, reconcile promotional programs and special deals
7. Strong cooperation with Marketing
8. Ensure that all work and documents are in accordance with the requirements and in accordance with the Company SOP
9. Follow up, renewals, and return about the Bank Guarantees
10. Drafting, Monitoring & Termination Distribution Agreements

Requirements:

1. Bachelor degree from reputable university
2. Proficiency in using MS Excel
3. Experience in Sales or Sales Support is a plus
4. Good and pro-active communication, not afraid to talk
5. Fast learner, able to work under pressure, detail oriented
6. Strong administrative skills and interest
7. Diligent
8. Good command of English

Please Send your resume to mail devi@windsor-indo.com no later than 3rd January 2020.